

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: August 6, 2013
NO: M17-13

CLASSIFICATION TITLE
ENGINEERING TECHNICIAN 4
(Water Department)

HOURLY RATE
Step 1 - \$17.53 progressing to Step 5 - \$25.53

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from the City of Canton website, www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Applicants must submit a copy of their valid Driver’s License, a current, detailed resume, and unofficial college transcripts with the completed application, as well as any other documentation pertaining to this position **no later than August 30, 2013 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base, and knowledge of civil engineering relating to surveying, map reading, computer science, and any other related areas.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen, or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

A Bachelor of Science degree from an accredited college or university of recognized standing in civil engineering, Geographic Information Systems (G.I.S), Geography, Cartography, Surveying, or equivalent, and a minimum of one (1) year of relevant work experience. Alternatively, an Associates degree from an accredited college, university, or training school of recognized standing in Civil Engineering Technology, Geographic Information Systems (G.I.S.), Geography, Cartography, Surveying, or equivalent, and at Least two (2) years of relevant work experience. A combination of equivalent, relevant education and experience accepted by the GIS Certification Institute’s GISP program may also be acceptable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good verbal, written, and interpersonal communication skills. Ability to work independently and/or in a group setting with minimal supervision. Skill and ability to apply fundamental civil engineering, surveying, map reading, and computer science concepts to everyday tasks. Skill and ability to apply EPA requirements and Ten State Standards to the evaluation of engineering plans and departmental projects. Skill and ability to interpret USGS Quadrangle Maps; utilize tabular databases such as Microsoft Excel and Access; and operate a variety of office equipment including computers, scanners, plotters, printers, CD/DVD burners, and copiers. Ability to operate G.I.S. data-logging equipment and basic surveying equipment. Significant, relevant experience in mapping and surveying concepts and principles is required. G.I.S. experience is preferred. Ability to demonstrate experience with ESRI products (including ArcMap, ArcSDE, Spatial Analyst, ArcIMS) and/or AutoCAD products (including Civil 3D, Land Development Desktop Suite, AutoCAD Map). Ability to operate EPANET computerized flow model software.

****** IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services, or transferred to the reserve with the evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of the active duty service (O.R.C. 124.23C) **APPLICANTS MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

You name will be placed on a list of eligibles upon receiving a passing score. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successfully passage of drug testing under the Commission’s control at applicant expense.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

ADMITTANCE TO EXAMINATION – IDENITIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

The Engineering Technician performs all aspects of water related engineering work. Supervises the Water Department engineering and drafting staff and may serve as a project leader. Responsible for administering various Water Department projects including, but not limited to, cross connection, computerized water quantity and quality modeling, water main installation or replacement, leak detection studies, valve maintenance programs, asset management, plan review, and relevant mapping duties including G.I.S. Responsible for preparing various relevant reports and correspondences. Other related duties similar in nature may also apply.